

**BANDON LIBRARY FRIENDS AND FOUNDATION
(BLFF)
VOLUNTEER POSITION DESCRIPTION**

1. Position Title

Chair, Mondays at the Library: Travel Night

2. Work Location

Most activity will be on your own. Classic Film Night is held on the 2nd Monday of each month in the Sprague Community Room at the Library. Attendance at monthly BLFF Board meetings at the library is optional.

3. Purpose of the Position

In order to support its mission of promoting community and cultural events in Bandon, Bandon Library Friends and Foundation will sponsor a monthly travel presentation event. The Chair will recruit speakers for, coordinate and host each event.

4. Responsibilities and Duties

- Annually, recruit speakers from the community
- Coordinate the publicity for the event with the Publicity Chair.
- Provide travel presentation summaries, graphic materials, etc. as requested by the Publicity Chair.
- Provide information and/or an article to the Newsletter Chair and the webmaster regarding events.
- Provide information, including desired date of release, for the announcement email to the BLFF member distribution list.
- Be responsible for room setup and clean-up, recruiting the needed help.
- Bring refreshment supplies (coffee cups, napkins, etc.), cookies, coffee and tea as needed.
- Assure the Sprague Room is reserved and arrange access to the room by 6:00 pm on the day of the event.
- Setup (and pre-test, if possible) the projection equipment (e.g. digital projector, speakers, media player, and movie media).
- Alternately, arrange for and coordinate the resources and technical assistance needed to perform the above duties.

5. Qualifications

An organized person who wishes to promote and support community cultural events. The ability to maintain contact, via phone and email, with BLFF Board, membership and the general community. The ability to coordinate and participate in each event on the 2nd Monday of each month.

6. Commitment Expected

Three to four hours monthly setting up and attending the Travel Night Event. Some number of hours researching and recruiting people to present their travels. Assist in the

development of the marketing, web site and newsletter materials for the program. The Chair would report at least annually to the BLFF Board on activity and obtain budget approval for planned activities.

7. Training

Learn how to set up the digital projection equipment used to show the travel pictures. Use email and the Internet for research and communication. Learn how to set up the Sprague Community Room for the event (see Checklist for BLFF Sprague Community Room Events.)

8. Other

None